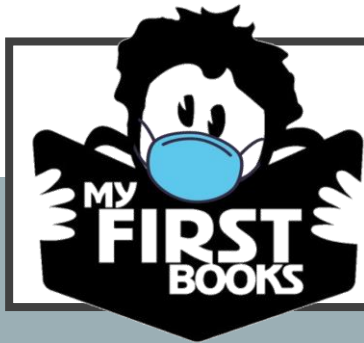




Idaho Commission *for* Libraries



MY FIRST BOOKS

Helping libraries build capacity to serve their communities.

My First Books Team



Staci Shaw

Kristina
Taylor



Tina Schilling

BINDER CONTENTS



Contents 2021-2022

Key: *Updated for 2021-2022*

My First Books is sponsored by:

Read to Me,
a program of the Idaho
Commission for Libraries



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Appendix: Resources, Forms, Templates

Welcome Letter from Library (English and Spanish)

**Required*

Parent Survey—sample

**Required*

[Survey for Partners](#)

**Required*

[Final Report: Instructions and online link](#)

**Required*

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Monthly Data Sheets; Excel data sheet

[Checklist and Timeline](#)

Planning Distributions form

Parent Letter from Partner (English and Spanish)

Sticker Template

Sign: Library is coming

Sign: Library was here

Press Release: *coming soon, check website*

Planning Form: Early Literacy Event

Read to Me Order Form

[2021-2022 My First Books Program Calendar and Book List \(provided\)](#)

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[2021-2022 My First Books Program Calendar: Partner Version \(provided\)](#)

RESOURCES FOR MY FIRST BOOKS PARTICIPANTS

<https://libraries.idaho.gov/rtm/my-first-books/>

All requirements, handouts,
templates

Request
additional books

Book list and
calendars

Final Report

Link to “The
Bookworm”

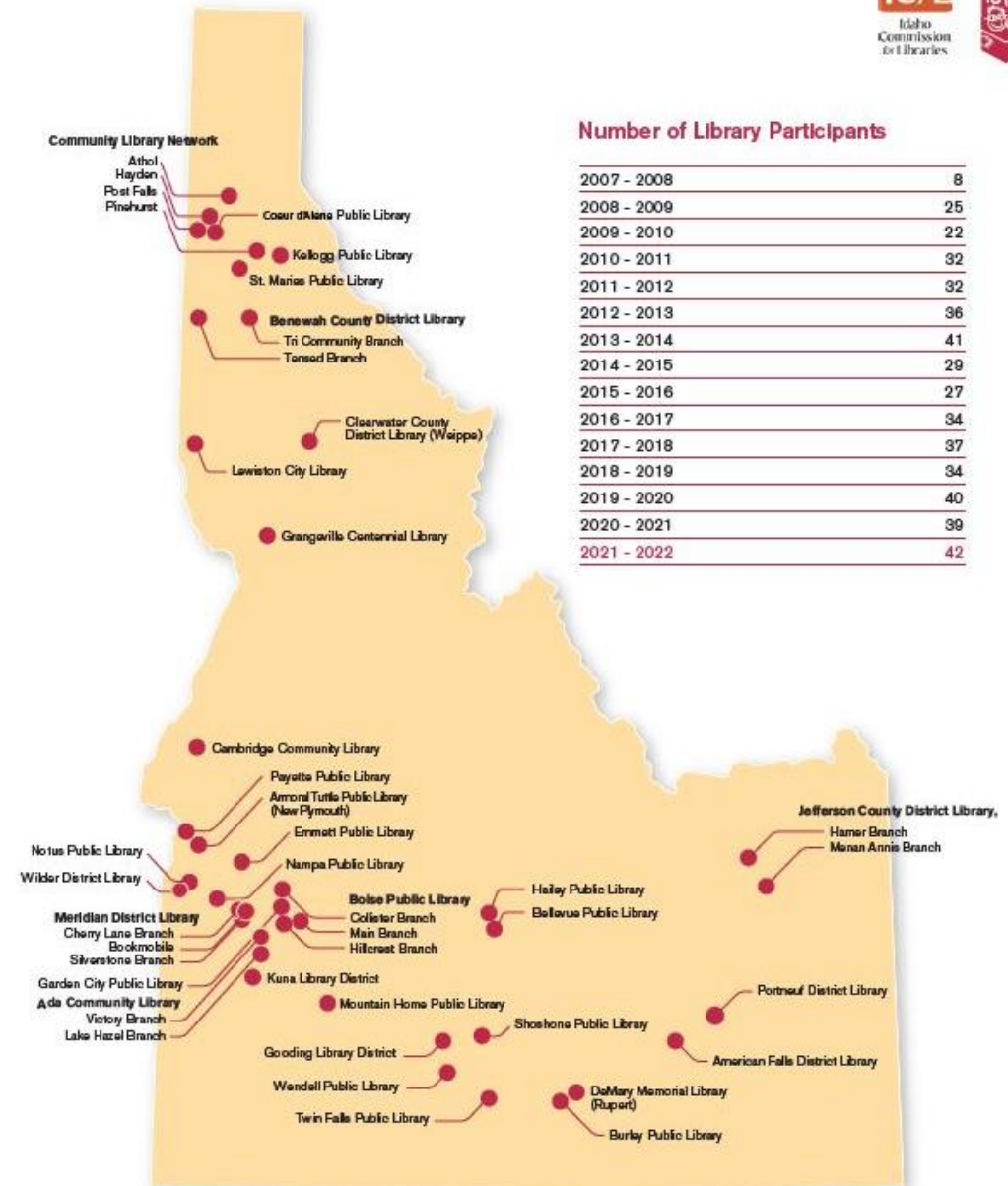
4600
CHILDREN

42 LIBRARIES



MY FIRST BOOKS SITES

2021 - 2022



MY FIRST BOOKS OUTCOMES

Participating children increase their access to books by starting a home library.

More underserved families have library cards and use the public library.

Participating children increase early literacy skills.

Parents of participating children increase their knowledge about early literacy.

Parents of participating children increase home literacy activities.

Libraries strengthen community partnerships.

Library staff develop personal relationships with children at partner sites and their families.



CURRENT PLANS FOR
OPENING IDAHO
SCHOOLS THIS YEAR:



CONNECT WITH
YOUR PARTNERS!

In-person visits possible?


Safety protocols and expectations

Preschool/Child care: Enrollment
restrictions?


Back-up plans

PANDEMIC CONTINGENCY PLANS: **PRE-PLAN!**

Planning for the year

 **Plan for Distributing My First Books**
To be filled out prior to first distribution (see p. 2 for Covid info)

Partner Organization _____
Contact person _____ Email _____ Phone _____
Library staff person distributing books each month _____
Email _____ Phone _____ Mobile (optional) _____
Age group: _____ 0-2 (36 months) _____ Preschool (3-5) _____ Kindergarten _____
Dates and times of distributions:
September _____ (visit only, no book distribution)
October _____ February _____
November _____ March _____
December _____ April _____
January _____ May _____ (2 books)
How will parents be notified of their child's participation in the My First Books program?
(check all that apply) ☒ Letter from library (required)
____ Letter from partner organization (indicate from whom the letter will be sent)
____ Director or Principal _____ School librarian
____ Classroom teacher(s) _____ Other staff (list: _____)
____ Other form of communication (list: _____)
Does this partner organization serve a high percentage of Spanish-speaking families?
____ Yes _____ No
If yes, which resources in Spanish will you distribute?
____ Parent Introduction letter (on My First Books website)
____ Who will be responsible for printing? _____ Library _____ Partner
____ Bookworm(s) (on My First Books website)
____ Who will be responsible for printing? _____ Library _____ Partner
____ Translation of books (when available) (sent as Word document to library in monthly cover letter)
____ Who will be responsible for printing? _____ Library _____ Partner
____ Parent Survey (on My First Books website)
____ Who will be responsible for printing? _____ Library _____ Partner
____ Other (list: _____)
—continued—



COVID-19 CONTINGENCY PLANS AND SAFETY PROTOCOLS

In case of illness or closure:

Alternate/personal contact info for Library Contact (email, phone):

Alternate/personal contact info for Partner Contact (email, phone)

Back-up Library Contact(s) if primary contact is ill or unavailable: _____
Email _____ Phone _____ Mobile (optional) _____
Email _____ Phone _____ Mobile (optional) _____

Back-up Partner Contact(s) if primary contact is ill or unavailable: _____
Email _____ Phone _____ Mobile (optional) _____
Email _____ Phone _____ Mobile (optional) _____

If school/organization is closed and not accepting deliveries, is there an alternate shipping address where library can ship books directly to teacher/staff member?

Contact: _____
Shipping address: _____
City: _____ State: _____ Zip code: _____

Please review My First Books Covid Handout, located at <https://libraries.idaho.gov/rtn/my-first-books/>

Jot notes here (include safety protocols, communication plan, distribution plan, etc.):



https://form.jotform.com/icfl/21-22_MFB_EnrollmentForm

- Contact
- Backup delivery info
- Confirm each partner and number of children enrolled for each age group
- Spanish materials



**2021-2022 My First Books:
Enrollment Numbers Confirmation Form
(Deadline: September 10)**

to My First Books participating libraries!

Summer is nearly over and the first shipment of MFB materials is almost here. Enrollment at your partner sites has likely changed from what you submitted in the spring. Please take some time to contact each of your partners and confirm the enrollment numbers for each age group with this form, ASAP or by the September 10 deadline.

Name of person submitting form:

PANDEMIC
CONTINGENCY
PLANS

Shipping and delivery



Early literacy event

Book distributions



In-Person

- Outside storytime visits
- Safety measures
- Social distancing

Virtual


- Tech available to partners
- Live stream preferred
- Speakers and projectors
- Recording storytimes
- Volunteer to do some basic training?

First Books Stories for Kindergarten from Meridian Library District

9 items



MFB Mary MacPherson May 2021

 youtube

Mr. Travis and Chester read "Library Lion." Thanks for a great year!

Other Resources

- “The Bookworm” monthly parent newsletter in English and Spanish
- Press Release 2020-2021 (template): *coming soon*
- Stickers for Distribution Day
- Sign to post: The Library Is Coming
- Sign to post: The Library Was Here
- Tips for Planning and Hosting the Early Literacy Event
- Early Literacy Event Planning Worksheet
- Library Cards: Tips and Recommendations
- How to Use the Web Request Form



Program Orientation for Participating Libraries

- Slides from online training for **new** staff (Coming Soon!)
- Slides from online meeting for **returning** staff (Coming Soon!)
- Archive of online meeting for **returning** staff (Coming Soon!)
- Virtual Storytimes and Early Literacy Event: [Collection of Resources \(Google Doc\)](#)
- Confirm your enrollment numbers, shipping address, etc. (Coming Soon!)



VIRTUAL STORYTIMES: HOW-TO

**Remind me
again...**





2021-2022

Libraries helping children build home libraries through community partnerships and outreach



ICFL Idaho Commission for Libraries

Idaho Museum-Library



2021-2022

Calendar for Community Partners

Monthly book titles, events, helpful tips, holidays and more!



ICFL Idaho Commission for Libraries

Idaho Museum-Library



Great Read-Alouds

Birth-2



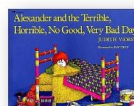
The Belly Button Book, by Sandra Boynton

Preschool



The Pigeon Needs a Bath, by Mo Willems

Kindergarten



Alexander and the Terrible, Horrible, No Good, Very Bad Day, by Judith Viorst

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Helpful Hints: Jumpstart Read for the Record: Oct. 28 (www.jstart.org/read-for-the-record) Check with your partner regarding Family Reading Week (FRW) (Nov. 8—14)			International School Library Month National Friends of the Library Week: October 17-24	Start your distributions this month. Be sure to include letter of introduction.	1	2
3	4	5	6	7	8	9
			Idaho Library Assoc. Annual Conference			
10	11	12	13	14	15	16
	Columbus Day ICFL closed					
17	18	19	20	21	22	23
		Estimated arrival of November books				
			Assoc. Rural and Small Libraries (ARSL) Conference (Reno, NV)			
24	25	26	27	28 Read for the Record Day	29	30
31 Halloween						

October – May

Extra self-selected book in May

Inventory books upon arrival

**How do I
report
enrollment
increases?**



Use request
form on
website

— Resources for My First Books Participants

If your inventory was short or if your enrollment increased, click below to order additional books

REQUEST FORM



Libraries: Please submit this form if you need additional books.

Your Name *

Library Name *

E-mail *

ex: myname@example.com

example@example.com

1. Request:

Type a question

- ☐ My inventory was short, please send additional books.
- ☐ My enrollment increased, please send additional books.
- ☐ My enrollment for an age group decreased by more than 5, please adjust my number in #4.

Note: Enrollment Totals = *all* children in this age group, *all* partners combined

REQUIREMENT:

Send letter of
introduction with
first distribution

(Customize to meet library's needs...)

Date

Dear Parent or Guardian,

Your child has received a **free book** today as a part of the Idaho Commission for Libraries' and your local library's My First Books program. Your child will receive a free book each month from October through May as part of the program, to keep for their very own.

The goals of the My First Books program are to:

- Increase children's access to books by building a home library.
- Issue more library cards to families and increase family use of the local library.
- Help parents and caregivers become more aware of skills children should develop *before* they learn to read, in order to help them when it is time to learn to read and write **later on**. (The books you receive are meant to read *with* your child; not for your child to read independently.)
- Share ideas and activities for parents to do at home to help their children develop these critical early skills.

Along with the free book, each month your child will bring home a **parent newsletter** called *The Bookworm*. This newsletter shares information about how you can help your child develop specific **early literacy skills** and contains suggestions for other good books to read and fun activities to try at home.

Also, at some point during the school year your library will offer a **special reading event** just for My First Books families. The event will be packed with great information about helping your child become a reader, so you'll want to mark your calendars when you receive the time and date.

And, of course, we hope you will find time to visit your library and meet the wonderful people who work there. The library has many free resources for families, and staff can

EARLY LITERACY EVENT

Parent
Workshop

Family Event



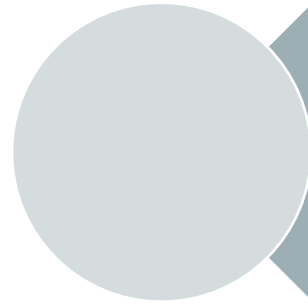
Ready! for Kindergarten

Library-created workshop

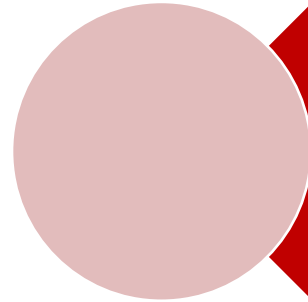
Videos

Developmental Milestones info

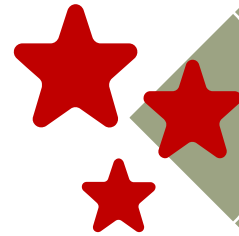
REQUIREMENTS: EVALUATION



Parent surveys



Partner surveys
(online)



Final Summary
Report (online)

RESOURCES TO HELP YOU KEEP TRACK



Checklist, Documents, Links

Unless otherwise noted, all documents, forms, etc. can be accessed at <https://libraries.idaho.gov/rtm/my-first-books/>.

Here is a checklist and timeline for the year. **Required documents are in red.**

Before your first distribution:

- ☐ **Partner and Enrollment Totals: Due by September 10.** Please confirm with your partner(s) the exact number of children they will serve in the current year by completing the Enrollment Confirmation Form: https://form.jotform.com/icfl/21-22_MFB_EnrollmentForm
- ☐ **Plan for Distributing My First Books:** Meet with your partner before your first visit. This form will help you schedule your visits for the year and plan your storytimes. Give your partner a copy of the plan.
- ☐ **Letter from the library to parents explaining the program:** You can write your own letter or use the one from ICfL. The ICfL letter is available in Spanish. You must also send a letter home with any child who joins the program later in the year.

October through May*:

Books: One per child, only give out specified titles to designated age groups, for specified month.

*May only: children select an extra book in addition to designated title.

The Bookworm: Color copies will be provided for each child and will be sent with your box(es) of

RESOURCES FOR
SPANISH-SPEAKING
FAMILIES

Intro letter, letter from partner

Bookworms

Bilingual titles

Spanish translations

- Attached to electronic version of cover letter



**Please, pretty
please, please
read the cover
letter**

RECOMMENDATIONS AND TIPS

Library Cards

Working with your partner

Book distributions

Parent communication/publicity

Early Literacy Event

LIBRARY CARDS AND RESOURCES

Flyer or
bookmark with
resources

On back of
Welcome letter

Short video
from you

Promote
Facebook/Twitter

All of the above!

PUBLICITY



PRESS RELEASE



PHOTOS



LIBRARY OR PARTNER
NEWSLETTERS

IDAHO FAMILY READING WEEK

Third week of
November

Books and resources
to support a family
event

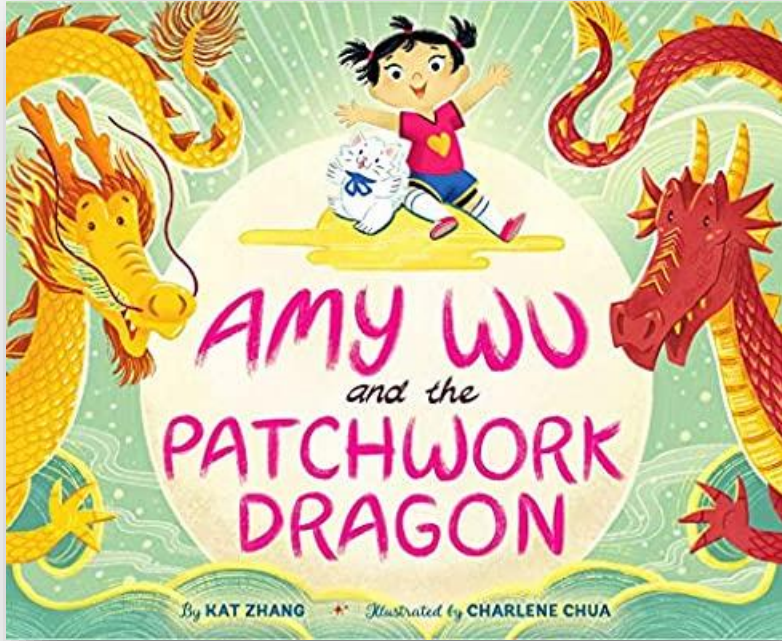
Registration opens
September 8

Believe

and

Achieve





Jumpstart
Read **for the Record**

October 28

- A national effort to read the same book to thousands of children around the country on the same day
- Copy of book is provided to each library that orders one

2021 Title: ***Amy Wu and the Patchwork Dragon***

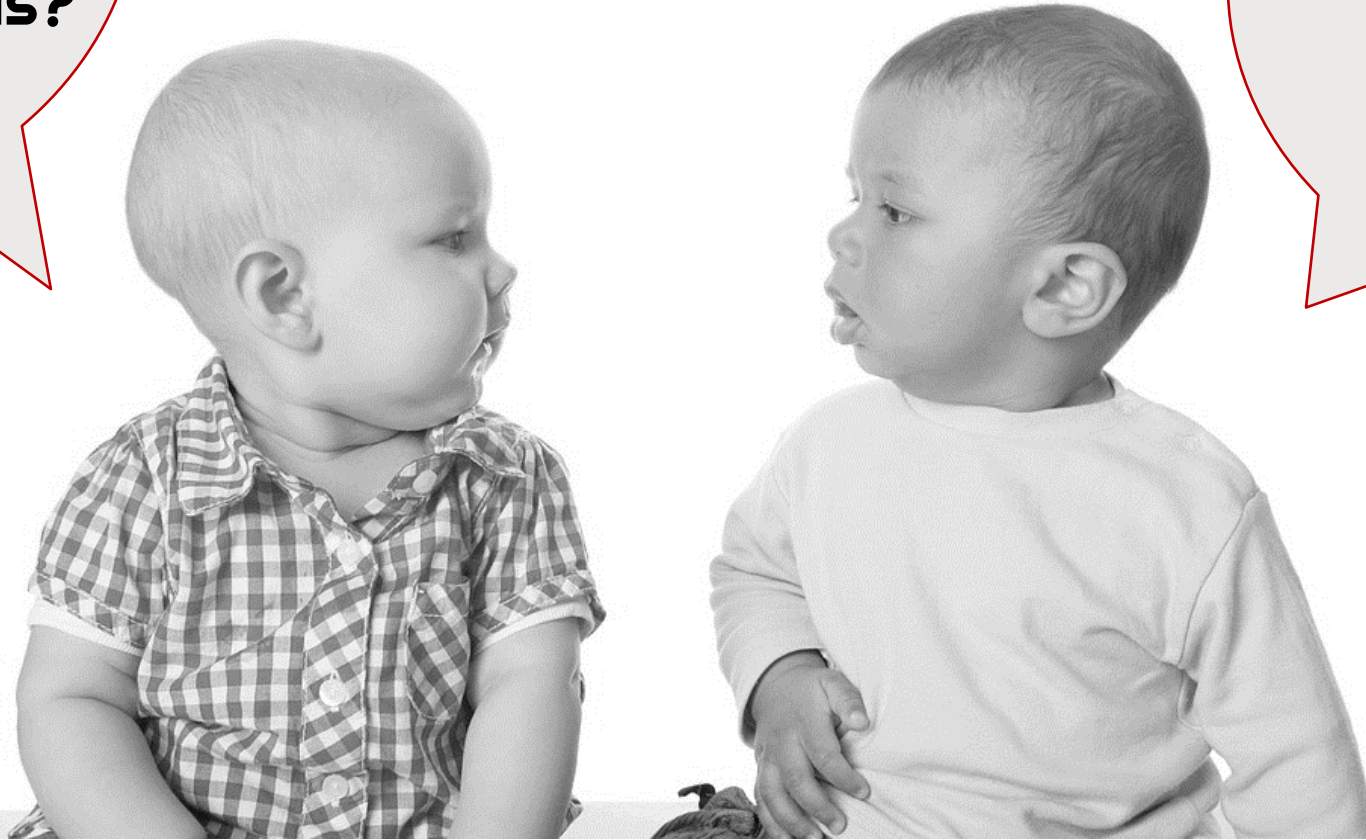
- Pledge to read: Fill out form on website
- Ask partners to pledge to read
- Check out resources on website:
www.jstart.org/read-for-the-record/

Read!

- Read to kids in person or virtually at storytimes, daycares, schools, anywhere!
- Keep track of how many children you read to on October 28
 - Submit number on website
 - Be a part of this nationwide annual event to break the record!

**Dude! Should we
create a Google
doc to share
storytime ideas?**

**What if we hung
out once a
month to
parlay?**



NEXT STEPS

1

- Contact all Partners!

2

- Meet with each
- Confirm number of children in each age group
- Use worksheet to plan visits and contingency plans

3

- Read for the Record: Decide plans
- Send confirmed enrollment numbers for each partner in JotForm by Sept. 10
- https://form.jotform.com/icfl/21-22_MFB_EnrollmentForm

Q AND A

Frequently
Asked
Questions

Other
Questions



Concerns

Next Steps